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| ALASKA PIONEER HOME | | P&P No: 02.09 |
| Title: Essential Employee | | Approval: D. COTE |
| Key Words: State Office Closure, Severe Weather, Emergency | | |
| Team: All Employees | Effective Date: 8/1/12 | Page: 1 of 2 |

PURPOSE

To instruct Alaska Pioneer Home (AKPH) employees about reporting to work during a State office closure.

POLICY

In the event of severe weather conditions or emergency situations, the AKPH employees continue to provide necessary care and services that are essential to the safety and well being of the Home residents.

DEFINITIONS

Essential employees include Class 1 and exempt employees who are required to report for work or remain at the work site to continue Home operations during an emergency situation. Determination of essential status is determined by the administrator.

PROCEDURE

I. Alaska State Office or Pioneer Home Closure

- A. Only the Governor or Governor's designee declares a closure.
 1. No other State agency can independently make a closure determination.
 2. The Commissioner of the Department of Administration is responsible for communicating office closure decisions to the State government employees, the media, and the public.
- B. AKPH employees
 1. All employees who are normally scheduled to work are expected to be ready, willing, and able to return to work.
 2. Supervisors maintain a list of employee contact numbers to instruct a return to work.
 3. Essential employees are expected to report to work for the scheduled days and hours during Home closure due to severe weather conditions or emergency situations.

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4. The Home administrator may excuse emergency essential employees from duty, or require their presence as circumstances and conditions warrant, to maintain minimum staffing requirements for the Home.
 5. When a State office is closed, permanent full time employees are compensated for scheduled work time.
 - a. If the employee is on leave that was initiated prior to the closure, there will be *no* compensation.
 - b. Leave slips are *not* adjusted for employees already on leave.
- C. Essential employees
1. The Homes must maintain critical operations, even in cases of sudden closure.
 2. Each Home administrator identifies critical operations and designates essential employees accordingly.

HISTORY OF REVISIONS

New: 1/1/12
 Revised: 7/20/12; 9/20/12
 Reviewed:

ATTACHMENTS

REFERENCES